Order Signage
1) Ensure that you have a Bookstore account. To open an account, complete the [USC PPE Order Portal – New Registration](#) form.
   a) Provide billing account number and COVID account number.
2) Go to [USC PPE Portal](#) to order signage.
3) When your order is ready, you'll receive a fulfillment confirmation e-mail.
4) Pick up your order.
   a) UPC Pickups can be made M-F **between 8am and 2pm** at, USC PPE Distribution Center (formerly Surplus Sales) 3427 S Grand Ave Los Angeles, CA, 90007
   b) HSC Pickups can be made M-F **between 9:30am and 4:30pm** at, USC Health Sciences Bookstore 1969 Zonal Avenue Los Angeles CA 90033

### Sign Order Menu for Facility Managers

<table>
<thead>
<tr>
<th>Sign#</th>
<th>Type</th>
<th>Sign Type</th>
<th>Description</th>
<th>Image</th>
<th>Suggested Install Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVD-15</td>
<td>Decal</td>
<td>Floor Signs 6' Apart</td>
<td>direct print to ABV with Satin anti-skid laminate 16” diameter</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Stairwells, Interior hallways</td>
</tr>
<tr>
<td>CVD-16</td>
<td>Decal</td>
<td>Floor Signs Arrows</td>
<td>direct print to ABV with Satin anti-skid laminate 9” diameter</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Stairwells, Interior hallways</td>
</tr>
<tr>
<td>Sign#</td>
<td>Type</td>
<td>Sign Type</td>
<td>Description</td>
<td>Image</td>
<td>Suggested Install Location</td>
</tr>
<tr>
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<td>-----------------------------</td>
</tr>
<tr>
<td>CVD-02</td>
<td>Decal</td>
<td>Floor Signs Arrows</td>
<td>Outdoor grade adhesive back vinyl decal 16” diameter, non-slip</td>
<td>OUT OF STOCK</td>
<td>Outdoor directional (ground)</td>
</tr>
<tr>
<td>CVD-17a</td>
<td>Paper Insert</td>
<td>Elevator Capacity</td>
<td>8.5x11 paper insert (quality white paper) &quot;Maximum Occupancy 1 at a time&quot;</td>
<td>OUT OF STOCK</td>
<td>Elevator lobby or near elevator door</td>
</tr>
<tr>
<td>CVD-17b</td>
<td>Paper Insert</td>
<td>Elevator Capacity</td>
<td>8.5x11 paper insert (quality white paper) &quot;Maximum Occupancy 2 at a time&quot;</td>
<td></td>
<td>Elevator lobby or near elevator door</td>
</tr>
<tr>
<td>CVD-17c</td>
<td>Paper Insert</td>
<td>Elevator Capacity</td>
<td>8.5x11 paper insert (quality white paper) &quot;Maximum Occupancy 4 at a time&quot;</td>
<td></td>
<td>Elevator lobby or near elevator door</td>
</tr>
<tr>
<td>Sign#</td>
<td>Type</td>
<td>Sign Type</td>
<td>Description</td>
<td>Image</td>
<td>Suggested Install Location</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
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</tr>
<tr>
<td>CVD-17d</td>
<td>Paper Insert</td>
<td>Elevator Capacity</td>
<td>8.5x11 paper insert (quality white paper)</td>
<td><img src="https://example.com/image1" alt="Image" /></td>
<td>Elevator cab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courtesy Sign</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CVD-24</td>
<td>Decal</td>
<td>Elevator Capacity</td>
<td>9” Dia. Outdoor grade adhesive back vinyl decals</td>
<td><img src="https://example.com/image2" alt="Image" /></td>
<td>Elevator floor</td>
</tr>
<tr>
<td>CVD-20a</td>
<td>Sticker</td>
<td>Do not use</td>
<td>4”x4” 4 mil economy grade vinyl stickers</td>
<td><img src="https://example.com/image3" alt="Image" /></td>
<td>Restrooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Restroom)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CVD-20b</td>
<td>Sticker</td>
<td>Do not use</td>
<td>4”x4” 4 mil economy grade vinyl stickers</td>
<td><img src="https://example.com/image4" alt="Image" /></td>
<td>Restrooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Sinks)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CVD-21a</td>
<td>Paper Insert</td>
<td>Classroom</td>
<td>8.5x11 paper insert (quality white paper) PORTRAIT</td>
<td><img src="https://example.com/image5" alt="Image" /></td>
<td>Classrooms, admin areas, break rooms</td>
</tr>
<tr>
<td>Sign#</td>
<td>Type</td>
<td>Sign Type</td>
<td>Description</td>
<td>Image</td>
<td>Suggested Install Location</td>
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<td>---------------------------------------------</td>
</tr>
<tr>
<td>CVD-21b</td>
<td>Paper Insert</td>
<td>Classroom Courtesy Sign</td>
<td>8.5x11 paper insert (quality white paper) LANDSCAPE</td>
<td></td>
<td>Classrooms, admin areas, break rooms</td>
</tr>
<tr>
<td>CVD-22</td>
<td>Sticker</td>
<td>Drinking Fountain Sign</td>
<td>4”x4” 4 mil economy grade vinyl stickers</td>
<td><img src="image1.jpg" alt="Image" /></td>
<td>Drinking fountains</td>
</tr>
<tr>
<td>CVD-23</td>
<td>Sticker</td>
<td>Do Not Sit (interior)</td>
<td>4”x4” 4 mil economy grade vinyl stickers</td>
<td><img src="image2.jpg" alt="Image" /></td>
<td>Classrooms, admin areas, break rooms</td>
</tr>
<tr>
<td>CVD-08</td>
<td>Placard</td>
<td>Do Not Sit (exterior)</td>
<td>8”x8” white ABS plastic, ¼” holes in each corner for zip ties</td>
<td><img src="image3.jpg" alt="Image" /></td>
<td>Outdoor seating</td>
</tr>
<tr>
<td>CVD-19a</td>
<td>Poster</td>
<td>Lobby Wall</td>
<td>30” x 40” white polyester fabric, repositionable adhesive</td>
<td><img src="image4.jpg" alt="Image" /></td>
<td>Interior hallway</td>
</tr>
<tr>
<td>Sign#</td>
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<td>Sign Type</td>
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</tr>
<tr>
<td>CVD-19b</td>
<td>Poster</td>
<td>Lobby Wall</td>
<td>30” x 40” white polyester fabric, repositionable adhesive</td>
<td><img src="image" alt="Graphic B" /></td>
<td>Interior hallway</td>
</tr>
<tr>
<td>CVD-19c</td>
<td>Poster</td>
<td>Lobby Wall</td>
<td>30” x 40” white polyester fabric, repositionable adhesive</td>
<td><img src="image" alt="Graphic C" /></td>
<td>Interior hallway</td>
</tr>
<tr>
<td>CVD-19d</td>
<td>Poster</td>
<td>Lobby Wall</td>
<td>30” x 40” white polyester fabric, repositionable adhesive</td>
<td><img src="image" alt="Graphic D" /></td>
<td>Interior hallway</td>
</tr>
</tbody>
</table>